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ABSTRACT

This student handbook describes the process and components of Whatcom Community College's Individualized Degree Program (IDP), which offers students the opportunity to design an associate degree or certificate plan to meet their educational goals. After introductory material presents a history of the IDP's development and the purpose of the handbook, the requirements of the IDP are briefly outlined, e.g., minimum credit requirements, administrative procedures, and academic standards. The following section discusses the role of the degree advisor, who guides the student through the IDP process, and the content specialist, who helps students determine the specialized courses required to achieve their goals. Next, the learning objectives of the required course, Individualized Degree Planning, are enumerated. The next sections examine the ways students can develop their degree plans and the various components of a degree plan (i.e., the name of the degree, student statement of degree goals, specific learning components, and learning method). Next, sample degree/certificate plans are presented, and the stages of the degree approval process are outlined. The final sections discuss the process of completing the degree program and provide an IDP flow chart and worksheet on educational values. (HB)

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INDIVIDUALIZED DEGREE PROGRAM

STUDENT HANDBOOK

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Jan Hagan

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INTRODUCTION

DEGREE REQUIREMENTS

INTRODUCTION

Welcome to the Individualized Degree Program (IDP). You are about to engage in an educational experience that is fairly unique to community college students. As a student in this program, you will be given the opportunity and responsibility to design an associate degree or certificate plan tailored to meet your educational goals at the community college level. You will be assisted by a trained degree advisor, who will guide you through the IDP process, and by a content specialist, who will provide expertise in helping you to determine the specialized courses necessary for you to achieve your goals.

The Individualized Degree Program has, since its inception in 1980, been recognized by educators and other professionals as a quality educational program and one that is highly attentive to today's job market expectations. The program has produced numerous graduates in a variety of fields such as Early Childhood Education, Fire Science, Office Management and Building Operations, just to name a few. The success of IDP is due not only to the opportunity for students to play a major role in shaping their education but also to the enthusiastic involvement and commitment of college faculty, staff and community members.

This handbook is designed to assist you in working through the IDP process. The examples used in this document are taken from actual student degree plans. It should be noted at this time that certificate programs follow the same planning process as degree programs. Reference to certificate programs will be made only when there is a departure from the process for degree programs.

We hope you will find the Individualized Degree Program an exciting and rewarding experience. Through the IDP process you will learn to identify, prioritize and organize your educational goals. Hopefully, you will also learn more about yourself as an individual.

DEGREE REQUIREMENTS

1. A minimum of 90 credits of college level (100 and above) courses for a degree, or 45 credits for a certificate. A minimum of 25 credits must be completed through Whatcom Community College.

2. A minimum of three credits in written communication skills.

3. Sufficient program depth and breadth. (This concept is explained on pages 6 and 7.) Breadth is not addressed in certificate programs.

4. Approval by the Degree Review Committee and the Dean for Instruction of a degree or certificate plan which has been developed by the student, a WCC degree advisor and a content specialist.

5. Successful completion of all courses appearing in the approved degree plan or certificate with a minimum cumulative grade point average of 2.00 for courses with letter grades.

6. Completion of an application for graduation no later than the third week of the quarter in which graduation is desired.

7. Fulfillment of all financial obligations to the College.

THE DEGREE ADVISOR

THE CONTENT SPECIALIST

THE DEGREE ADVISOR

A Whatcom Community College degree advisor, who is thoroughly trained in the IDP process, is assigned to work with you throughout your entire program. The advisor is usually a full-time faculty member. You and your degree advisor are notified, in writing, of the assignment by the Office of Alternative Learning Experiences (ALE). You should then call your advisor for an appointment.

In order for your advisor to assist you in getting started in your program it is helpful for you to think about, or jot down in writing, the following before your initial meeting:

1. Your short-term and long-term educational goals.

2. The type of career you would like to pursue.

3. Courses you have taken at other colleges.

4. Learning experiences you have had outside a college setting such as work, volunteer involvement, workshops and seminars, recreational activities and hobbies.

5. Learning activities you would like to pursue.

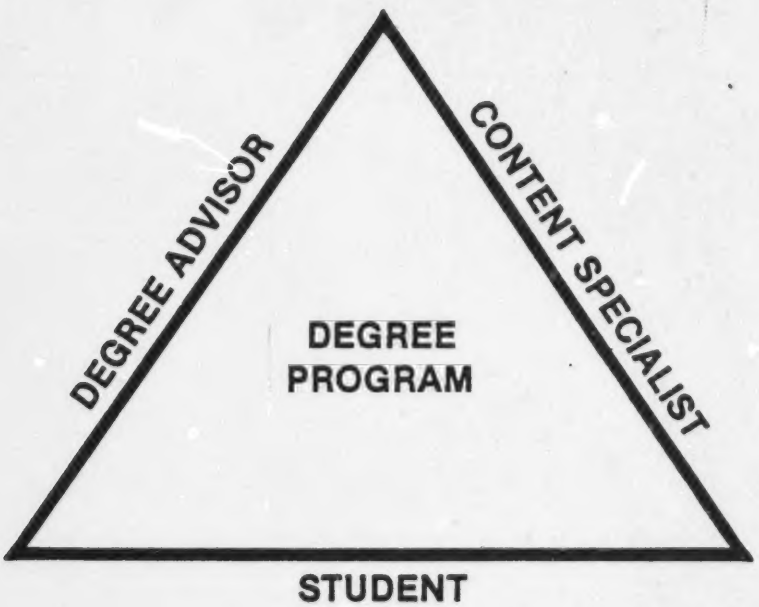
Such information is helpful to your advisor in initiating the degree planning process and in gaining insight to you as a person.

The degree advisor is your major source of support in the Individualized Degree Program and you should plan to meet with him/her on a regular basis throughout your program. During your first quarter in the program it is advisable to meet wtih your advisor on a weekly basis. Your advisor can provide you with a number of helpful tools or refer you to available resources that will facilitate your progress through the IDP process.

THE CONTENT SPECIALIST

The content specialist is a current professional in your degree field who provides expertise related to your program concentration. It is the responsibility of the content specialist to insure that your goals are realistic and that your degree plan contains sufficient specialized course content to meet your goals. Since your degree advisor usually has no background in your degree field, the content specialist will be your major resource in providing you with information concerning requirements of the field as well as employment demands and practices.

INDIVIDUALIZED DEGREE PROGRAM



The content specialist may be a professional in the community or a WCC staff member, depending on the program concentration. A content specialist who is chosen from the community is required to submit a resume indicating his/her expertise in the field. It is the responsibility of your degree advisor to obtain this resume and to insure that it accompanies your degree plan in the initial degree review process.

The content specialist is usually chosen after you have initially drafted your degree plan. Your degree advisor is responsible for obtaining the services of the specialist, although you may share in the decision of who will be chosen. Once chosen, the content specialist becomes an equal member of your degree team along with your degree advisor. You, your degree advisor and the content specialist should unanimously agree on your degree plan before it is presented for initial approval.

ENROLLMENT IN EDUCATION 150

As part of the degree planning process, you are required to enroll in EDUC 150, Individualized Degree Planning. The course consists of a set of learning objectives that will enable you to successfully design your degree plan. You will learn to organize and to synthesize, you will gain an awareness of your own learning style preferences and you will become aware of the skills and competencies needed for success in your degree field.

Your degree advisor is your "instructor" and you will work with him/her on an independent basis to complete the learning objectives. Upon completion of the objectives you will be awarded three credits.

Learning Objectives

1. To understand the individualized degree requirements and options.
2. To explore job options in my chosen field.
3. To clarify and understand personal goals as they relate to a career.
4. To become aware of adaptive skills necessary to successfully function in the career of my choice.
5. To understand the concept of depth and breadth and the relationship of these components to my degree program.
6. To establish specific degree goals and brief rationales.
7. To self-assess skills and competencies already acquired or mastered.
8. To become aware of how and under what circumstances I learn best.
9. To explore course options and other related learning experiences and select specific learning experiences (courses) appropriate to the degree goals.
10. To select a learning method for each learning experience (course) based on learning style assessment and learning resources/ options.
11. To compile the degree plan in its entirety, using the accepted format.

DEVELOPING THE DEGREE PLAN

Although you are given flexibility in determining the content of your degree program, all students use a common format in laying out their degree plans.

The degree plan format consists of the following components:

A. Name of Degree.

B. Statement on Degree Goals.

--Depth and Breadth

C. Degree Goals and narrative rationales.

D. Specific Learning (courses) designed to achieve each goal.

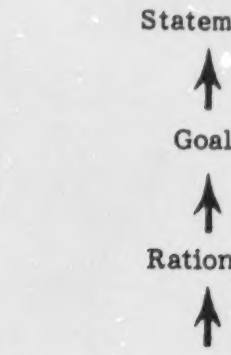
E. Learning Method used for each course (class, learning contract, portfolio, etc.).

F. College/University Attended for each course.

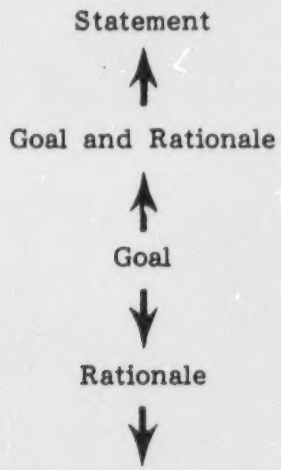
Each of these components should relate to one another so that your plan represents a comprehensive, well integrated degree program. Your statement on the degree goals is the most general component while the course information is the most specific. Examples are given after each component. Examples of complete degree plans may be found on pages 21 through 38.

You may start developing your plan with whichever component you feel most comfortable. Some students begin by describing what they will accomplish by completing the degree program (Statement on Degree Goals), then determining what they need to learn.

Other students begin by determining what they wish to learn, then, describing what goals will be accomplished through this learning.



Still others begin by identifying one or more degree goals that can provide a framework for the development of other goals and, ultimately, the remainder of the degree plan.



Goals, rationales and specific learning are often developed concurrently. You will probably write and rewrite statements, goals and rationales several times in order for your plan to reflect the integration of all the separate components of your degree program. There are a number of learning exercises associated with the course EDUC 150 that will greatly facilitate the degree planning process. Your degree advisor will discuss these with you at the appropriate time in the degree planning process.

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in _____

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

WHATCOM COMMUNITY COLLEGE

DEGREE PLAN

Associate in Arts/Science in _____ Student Name _____

Date Submitted _____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
15							16	

Student Name_____ Page _____

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.

COMPONENTS OF THE DEGREE PLAN

A. NAME OF DEGREE

Your degree advisor and content specialist will discuss various options for naming your degree. Your degree concentration is usually the name of your degree, such as "Associate in Science in Business Management" or "Associate in Arts in Interior Design." Associate in "Science" is usually used for studies covering the broad areas of mathematics, science, technical social sciences, business or technology. Associate in "Arts" is usually used for studies covering the broad areas of communications, humanities and non-technical social sciences.

Certificate Program

A certificate program is an organized, narrowly focused program that provides training in a specific occupational field. In a certificate program, the name is based solely on the program concentration, such as "Certificate in Restaurant Management" or "Certificate in Office Reception."

B. STATEMENT ON DEGREE GOALS

The Statement on Degree Goals is a general overview statement in which you describe the purpose of your degree program. You should state why you are pursuing your degree, what you will accomplish by completing your program and how you plan to use your acquired knowledge and skills. The Statement also comprises the depth and breadth components of your degree program. These components may be incorporated in the overall statement or addressed separately.

Depth and Breadth

It is expected that a student who earns an associate degree has acquired a well-rounded education. This expectation applies to highly technical degrees as well as those in more general fields. A well-rounded education and quality degree plan in IDP consists of an appropriate mix of what the College refers to as "program depth and breadth."

Depth encompasses learning that focuses on one or more core subject areas. The learning that occurs in these subject areas should provide you with a theoretical and applied understanding beyond the introductory level. Usually between one-half and three-quarters of the total credits in an individualized degree apply to the depth requirement. Your Statement on Degree Goals must include a reference to depth in your degree program.

The concept of breadth is somewhat more difficult to convey. Breadth encompasses learning that allows you to gain or

expand an understanding of the social, physical and aesthetic world around us. Breadth provides the well-rounded aspect to an education that is inherent in an Associate degree and is demonstrated in the Individualized Degree Program by an understanding of the following educational values:

1. Oneself and others as human beings.
2. Society and culture and their origins in the needs and activities of individuals.
3. The history of ideas and events and one's relationships to them.
4. The physical world and one's interdependence with it.
5. The arts and one's own creative abilities.

(portion of "A Statement of Educational Values," WCC Policy #1120)

Demonstration of breadth in the IDP plan must be synthesized into the Statement on Degree Goals. This should be illustrated in the form of:

--a list of college courses taken in the past or planned within the degree, or
--a discussion of life experiences that have touched or expanded upon the above values statements.

A form entitled "Breadth - IDP Worksheet on Educational Values" may serve as a useful tool for exploring the meaning of breadth in your education (see pages 43 and 44). You should plan to discuss your ideas with your degree advisor so that you arrive at a comfortable understanding of breadth within your degree plan.

Certificate programs are narrowly focused and, therefore, do not include the breadth component.

Although the Statement on Degree Goals appears as the first component of your degree plan, it is always the last to be finalized. The Statement includes specific reference to other components in your plan and, therefore, cannot be completed until your degree goals, rationale and specific learning have been clearly established.

The following examples illustrate various ways in which the Statement is written as well as how the depth and breadth components are incorporated.

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in Medical Office Management

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

At the present time I hold a non-management position in a medical office. Successful completion of my degree in Medical Office Management will open many doors for me. I have diverse ideas about the practice of medicine and how all facets of an office can be brought together to provide a positive and healing environment. Everyone involved in medicine has that responsibility and I wish to learn as much as I can in terms of medical business management so that I can bring my ideas into action as a manager of a medical office.

Depth and Breadth

I plan to focus my learning on courses that will provide me with a solid foundation for managing a medical office. My program incorporates sufficient depth to enable me to be successful in the field of medical office management.

I want to explore many areas of my environment to broaden my understanding of myself, those I work with, and those I intend to help. My program possesses sufficient breadth to encompass various aspects of life and learning. We are all more than our careers and we must satisfy our curiosities beyond our job roles. Through these explorations we become more effective in all areas of our lives.

My understanding of the educational values will be demonstrated through the following courses and life experiences:

An understanding of:	Demonstrated through:
1. Oneself and others as human beings.	1. PSY 110 - General Psychology SPCH 131 - Oral Interpretation EDUC 189 - Self-Directed Learning
2. Society and culture and their origins in the needs and activities of individuals.	2. SOC 110 - Introduction to Sociology UES 230 - Chinese American Heritage
3. The history of ideas and events and one's relationships to them.	3. HIST 145 - Contemporary Civilizations Self Study - History and Development of the Computer. I have read extensively on this subject, especially in relation to the impact of computer technology on today's society.
4. The physical world and one's interdependence with it.	4. GEOL 101 - Introduction to Geology CS 107 - Computer Programming in BASIC
5. The arts and one's own creative abilities.	5. MUS 114 - Elementary Theory MUS 117 - Sight Singing/Ear Training

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in Nutrition Counseling

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

My goal is to achieve a working knowledge of nutrition and to acquire skills in nutrition counseling. I plan to be a guide and resource person to people who want to reach a more desired level of health through diet, exercise, and lifestyle changes.

Depth

I believe my degree program encompasses the necessary technical skills to enable me to reach my goal. I will be able to function as a professional nutrition counselor in various areas of interest: within my husband's family counseling practice, in the health-centered dental field, in naturopathic medicine, as a consultant to diet centers, and in alcohol treatment centers.

Breadth

My program covers the areas related to the breadth requirement. I will gain a further understanding of myself and others as human beings through my Psychology and Human Services courses. These courses plus one in Anthropology will further my understanding of our society and culture.

Through my experience in the health field, I am keenly aware of one's interdependence with the physical world. Additional courses in Biology and Chemistry will broaden my understanding in this area.

My understanding of the history of ideas and events has been expanded through previously completed courses in Political and Social History and History and Appreciation of Music. This latter course along with my dance classes also increased my understanding of the arts.

I feel this is a well-rounded program with ample breadth, individually suited to my needs and interests.

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in Wastewater Technology

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

My present goal is to obtain an Associate in Science Degree in Wastewater Technology. The education and degree will improve my job performance and aid in my career advancement. My future goal is to establish myself as a Wastewater Treatment Plant Manager. I have worked in wastewater treatment for one and one-half years, half of this time in a management capacity. I have experienced all aspects of a treatment plant and collection system, including operational functions, process control, laboratory control, mechanical maintenance, collection system maintenance and service inspection. The courses in this degree will give a theoretical foundation to my experiential learning and will build upon my current knowledge and skill in the wastewater technology field. I feel my degree reflects the necessary information about wastewater technology management, maintenance and on-the-job experience in order for me to be successful in achieving my career goal.

Although I have selected a very specialized field, I feel that there is a wide range of skills to produce a good treatment plant manager. For this reason, I do not feel limited to only wastewater technology. I plan to include breadth in my degree by including courses that address the five goals in the "Statement of Educational Values," as follows:

I.	Further understanding of oneself and others.	a. Principles of Management - MGT 214 b. Communication Skills in Business - SPCH 106
II.	Further understanding of society and cultures and their origin in the needs and activities of individuals.	a. Community Political Systems - POLSC 120
III.	Further understanding of the history of ideas and events and one's relationship to them.	a. Recent Pacific Northwest History - HIST 117
IV.	Further understanding of the physical world and one's interdependence with it.	a. Biological Systems - BIOL 100 b. Basic Chemistry Concepts I - CHEM 100
V.	Further understanding of the arts and one's own creative abilities.	a. Self Study - Basic Photography. I learned basic photography on my own and now enjoy developing my pictures.

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM
(CERTIFICATE)

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Certificate in Library Technology

STATEMENT ON CERTIFICATE GOALS

I plan to earn a certificate in Library Technology to be accomplished through learning contracts in local libraries and by the completion of relevant course work offered by local colleges. I modelled my program on the Library Technician program at Highline Community College in Seattle.

My short term goal is to be employed in a public library system as a Library Technician preferably in some aspect of public services. My long term goal is to be employed in a paraprofessional capacity in library reference services. My program reflects the basic technical and public service skills necessary to achieve the short term goal and to lay a good foundation for the long term goal.

Depth

I plan to achieve depth of study by concentrating on skill development in the three primary areas of technical, circulation and reference services. I also plan to augment my basic concentration with specialized study of the applications of multi-media and computer systems in library technology, as well as with some career development related course work.

C. DEGREE GOALS

Your degree plan consists of several individual goals. A goal should be written as an end result which you plan to achieve, such as, "To acquire the skills necessary to own my own business" or "To increase my general knowledge of the world around me." Together, these goals should form a comprehensive program that will enable you to achieve your desired educational outcome, as stated in your Statement on Degree Goals. Each goal should be numbered and underlined. Under each goal you must write a rationale, stating why that particular goal is relevant to your degree program and how the courses integrate to meet the goal.

Associate in ~~Arts~~/Science in Medical Office Management Student Name_____

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL 1: To build accounting and computer skills. Successful business managementment today demands careful implementation of the basic checks and balances system. This system is an essential factor in dealing with the management of resources and equities such as taxation, income and expenses. Computers are an obvious asset to such successful management concerns. Their speed and accuracy make them indispensible in efficient billing and information storage operations.								

Associate in ~~Arts~~/Science in Nutrition Counseling Student Name_____

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL 1: I want to acquire a working knowledge of nutrition. I have been working in a health field for six years. I went to increase my knowledge in science to give me the skills I need to move my abilities to a more technical level. These courses will enable me to achieve this.								

D. SPECIFIC LEARNING

The specific learning component is a listing of the courses (department, number, title and credits) necessary to enable you to reach each degree goal. Your content specialist and degree advisor play key roles in this part of the degree planning process. The content specialist provides expertise in determining not only what basic level of knowledge is essential in order to succeed in your chosen field but also what additional specialized skills are required or desirable, based on your individual goals. The degree advisor brings expertise in assisting you to determine what general or support skills may be needed to facilitate the achievement of your goals.

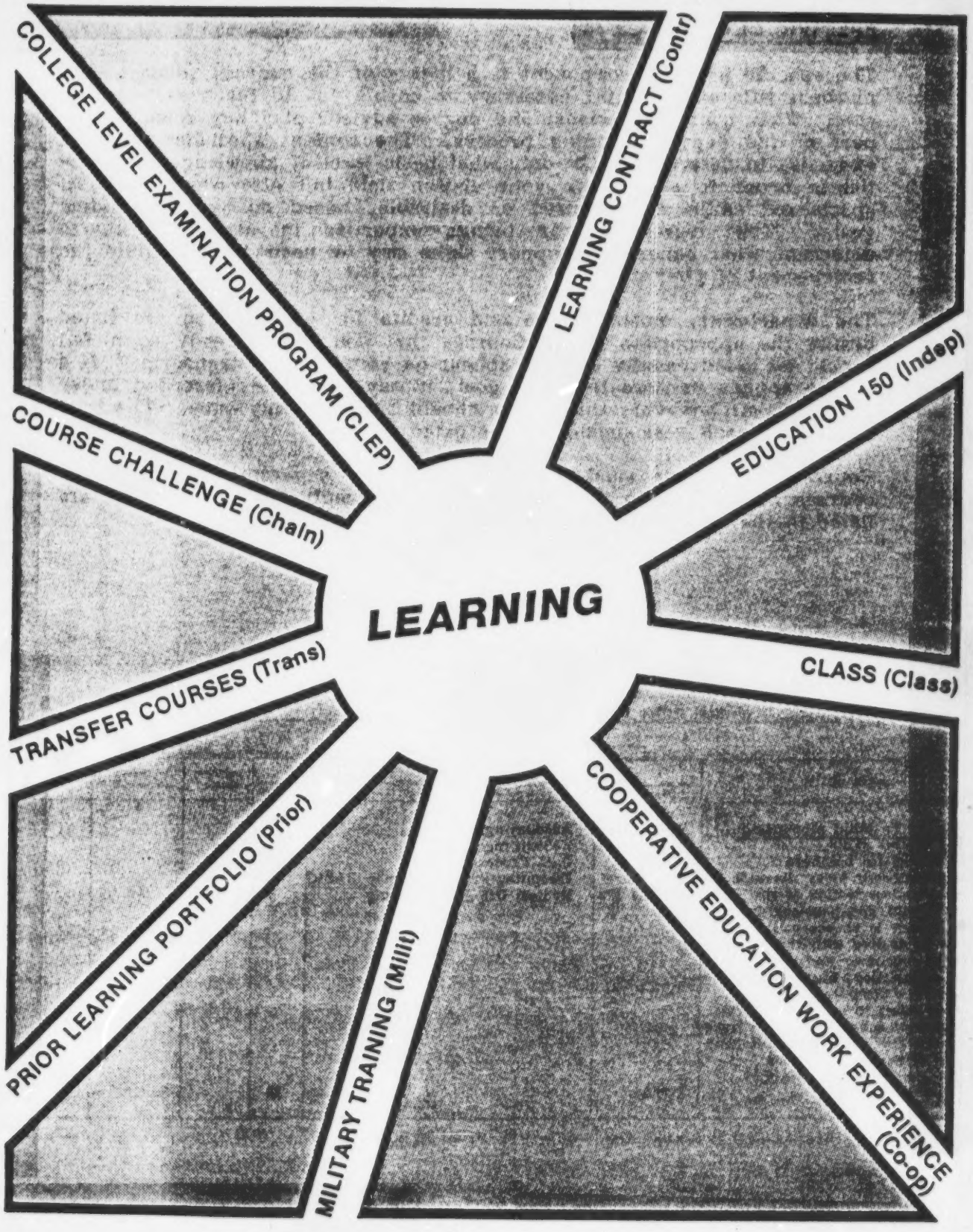
The department, number, title and credits for each course are listed beside the appropriate goal. Courses that you have already completed should be listed exactly as they appear on your student transcript. If a course applies to more than one goal, it may be cross-referenced under another goal; however, the credits should be listed only once. The total credits for each goal should also be listed.

Course descriptions must be provided, on a separate page, for all courses that appear in your plan, with the exception of courses that are listed in the current WCC catalog.

Associate in ~~Arts~~/Science in Medical Office Management Student Name _____

Date Submitted _____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: To build accounting and computer skills. Successful business managementment today demands careful implementation of the basic checks and balances system. This system is an essential factor in dealing with the management of resources and equities such as taxation, income and expenses. Computers are an obvious asset to such successful management concerns. Their speed and accuracy make them indispensible in efficient billing and information storage operations.	BUSAD 211	Accounting I	5					
	BUSAD 212	Accounting II	5					
	CS 201	Data Processing I	5					
	CS 107	Computer Programming in BASIC	3					
	BUSAD 190	Medical Office Accounting	5					
	TOTAL		23					


LEARNING
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
LEARNING CONTRACT (Contr)
COURSE CHALLENGE (Chaln)
EDUCATION 150 (Indep)
TRANSFER COURSES (Trans)
CLASS (Class)
PRIOR LEARNING PORTFOLIO (Prior)
MILITARY TRAINING (Milit)
COOPERATIVE EDUCATION WORK EXPERIENCE (Co-op)

Associate in ~~Arts~~/Science in Nutrition Counseling Student Name

Date Submitted

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: I want to acquire a working knowledge of nutrition.	CHEM 100	Basic Chem. Concepts	5					
	CHEM 101	Basic Chem. Concepts II	5					
I have been working in a health field for six years. I want to increase my knowledge in science to give me the skills I need to move my abilities to a more technical level. These courses will enable me to achieve this.	BIOL 145	Topics in Nutrition	3					
	BIOL 189	Topics in Nutrition II	3					
	BIOL 170	Human Anatomy and Physiology	5					
	BIOL 171	Human Anatomy and Physiology	5					
	BIOL 289	Nutrition I	3					
	BIOL 299	Nutrition II	3					
	BIOL 189	Nutritional Topics in Biochem.	4					
	BIOL 289	Adv. Topics in Biochemistry	5					
	BIOL 120	Fundamentals of Biology	6					
	TOTAL		47					

E. LEARNING METHOD

In this section you will list the learning mode chosen for completing each course such as class, learning contract, or cooperative education work experience. There are a variety of learning modes available at WCC and your degree advisor can assist you in exploring these various options.

Since learning is a life-long experience, you may have already acquired certain knowledge and skills through some form of past learning experience. You may have received credit for course work completed at another college or university; you may have received applicable training in the military or on the job; you may have been involved in a learning experience in an informal setting. If you plan to use transcripted course work that has been completed at an accredited college or university, an official transcript must be submitted to the Admissions Office.

An assessment process called Prior Learning Portfolio is available for documenting college-level learning that has occurred outside a college setting. Examples of such non-college settings are work, volunteer involvement, homemaking, workshops and seminars, independent reading, travel, recreational activities and hobbies. Other processes such as course challenge and CLEP (College Level Examination Program) are available for assessing knowledge and skills you may have acquired in non-college settings. You should plan to discuss such past learning experiences with your degree advisor to determine if they might be applicable to your degree program.

For additional information on various learning methods, you may wish to consult the current Whatcom Community College catalog.

The learning methods listed in your plan should be abbreviated as follows:

Learning Method	Abbreviation
Class	Class
College Level Examination Program	CLEP
Cooperative Education Work Experience	Co-op
Course Challenge	Chaln
Education 150	Indep
Learning Contract	Contr
Military Training	Milit
Prior Learning Portfolio	Prior
Transfer Courses	Trans

Associate in ~~Arts~~/Science in Medical Office Management Student Name

Date Submitted

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: To build accounting and computer skills. Successful business managementment today demands careful implementation of the basic checks and balances system. This system is an essential factor in dealing with the management of resources and equities such as taxation, income and expenses. Computers are an obvious asset to such successful management concerns. Their speed and accuracy make them indispensible in efficient billing and information storage operations.	BUSAD 211	Accounting I	5	Class				
	BUSAD 212	Accounting II	5	Class				
	CS 201	Data Processing I	5	Class				
	CS 107	Computer Programming in BASIC	3	Trans				
	BUSAD 190	Medical Office Accounting	5	Co-op				
	TOTAL		23					

Associate in ~~Arts~~/Science in Nutrition Counseling Student Name

Date Submitted

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: I want to acquire a working knowledge of nutrition. I have been working in a health field for six years. I want to increase my knowledge in science to give me the skills I need to move my abilities to a more technical level. These courses will enable me to achieve this.	CHEM 100	Basic Chem. Concepts	5	Class				
	CHEM 101	Basic Chem. Concepts II	5	Class				
	BIOL 145	Topics in Nutrition	3	Class				
	BIOL 189	Topics in Nutrition II	3	Cohtr				
	BIOL 170	Human Anatomy and Physiology	5	Class				
	BIOL 171	Human Anatomy and Physiology	5	Class				
	BIOL 289	Nutrition I	3	Contr				
	BIOL 299	Nutrition II	3	Contr				
	BIOL 189	Nutritional Topics in Biochem.	4	Prior				
	BIOL 289	Adv. Topics in Biochemistry	5	Contr				
	BIOL 120	Fundamentals of Biology	6	Trans				
	TOTAL		47					

F. COLLEGE/UNIVERSITY ATTENDED

All courses that appear in your degree plan will also appear on your student transcript. Courses that are completed at another college or university will appear on a transcript from that institution. Courses that are completed through Whatcom Community College or credits that are awarded through assessment will appear on a WCC transcript. The appropriate college or university should be indicated in this section of your degree plan.

Associate in ~~Arts~~/Science in Medical Office Management Student Name_____

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: To build accounting and computer skills. Successful business managementment today demands careful implementation of the basic checks and balances system. This system is an essential factor in dealing with the management of resources and equities such as taxation, income and expenses. Computers are an obvious asset to such successful management concerns. Their speed and accuracy make them indispensible in efficient billing and information storage operations.	BUSAD 211	Accounting I	5	Class	WCC			
	BUSAD 212	Accounting II	5	Class	WCC			
	CS 201	Data Processing I	5	Class	WCC			
	CS 107	Computer Programming in BASIC	3	Trans	WWU			
	BUSAD 190	Medical Office Accounting	5	Co-op	WCC			
	TOTAL		23					

Associate in ~~Arts~~/Science in Nutrition Counseling Student Name_____

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: I want to acquire a working knowledge of nutrition. I have been working in a health field for six years. I want to increase my knowledge in science to give me the skills I need to move my abilities to a more technical level. These courses will enable me to achieve this.	CHEM 100	Basic Chem. Concepts	5	Class	WCC			
	CHEM 101	Basic Chem. Concepts II	5	Class	WCC			
	BIOL 145	Topics in Nutrition	3	Class	WCC			
	BIOL 189	Topics in Nutrition II	3	Contr	WCC			
	BIOL 170	Human Anatomy and Physiology	5	Class	WCC			
	BIOL 171	Human Anatomy and Physiology	5	Class	WCC			
	BIOL 289	Nutrition I	3	Contr	WCC			
	BIOL 299	Nutrition II	3	Contr	WCC			
	BIOL 189	Nutritional Topics in Biochem.	4	Prior	WCC			
	BIOL 289	Adv. Topics in Biochemistry	5	Contr	WCC			
	BIOL 120	Fundamentals of Biology	6	Trans	UCSB			
	TOTAL		47					

SUMMARY

All the components of your degree plan, combined together, should form a cohesive program that will enable you to reach your projected educational outcome. The degree plan should be written so that the reader will clearly understand your goals and how you plan to accomplish them. In other words, the written degree plan should be able to stand on its own merit without benefit of verbal explanation.

You, your degree advisor and your content specialist should agree on all components of the degree plan before the plan is submitted for approval. If concensus cannot be reached on a particular item, the matter will be discussed with the Individualized Degree Program Review Committee at the degree approval meeting.

You may wish to review the checklist on the following page before submitting your plan for approval.

DEGREE PLAN CHECKLIST

I. COVER PAGE

A. Have you filled in the following blanks?
   1. Your Name
   2. Address
   3. Social Security Number
   4. Degree Advisor
   5. Content Specialist
   6. Estimated Graduation
   7. Name of Degree

B. Have you addressed the following?
   1. Statement on Degree Goals
   2. Depth Statement
   3. Breadth Statement

II. DEGREE PLAN

A. Have you filled in the following blanks?
   1. Name of Degree (page 1)
   2. Your Name (page 1 and additional pages)
   3. Page Number (additional pages)

III. GOALS

A. Have you written each goal as an end result?
B. Have you underlined each goal?
C. Have you numbered each goal?
D. Have you provided a rationale for each goal?

IV. SPECIFIC LEARNING

A. Have you listed each course (department, number, title, credits) exactly as it appears on your student transcript?
B. Have you totaled the credits at the end of each goal?
C. Are all courses college-level (numbered 100 and above)?
D. Have you included a minimum three credit course(s) in written communication skills?
E. Have you included, on a separate page, course descriptions for all courses other than those appearing in the current WCC catalog?

V. OTHER

A. Have you entered the correct learning method after each course?
B. Have you entered the correct college/university after each course?
C. Have you entered the total number of credits in your program on the last page of your plan?
D. Do the total credits add up to a minimum of 90 credits for a degree, 45 credits for a certificate?

SAMPLE DEGREE/CERTIFICATE PLANS

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in Medical Office Management

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

At the present time I hold a non-management position in a medical office. Successful completion of my degree in Medical Office Management will open many doors for me. I have diverse ideas about the practice of medicine and how all facets of an office can be brought together to provide a positive and healing environment. Everyone involved in medicine has that responsibility and I wish to learn as much as I can in terms of medical business management so that I can bring my ideas into action as a manager of a medical office.

Depth and Breadth

I plan to focus my learning on courses that will provide me with a solid foundation for managing a medical office. My program incorporates sufficient depth to enable me to be successful in the field of medical office management.

I want to explore many areas of my environment to broaden my understanding of myself, those I work with, and those I intend to help. My program possesses sufficient breadth to encompass various aspects of life and learning. We are all more than our careers and we must satisfy our curiosities beyond our job roles. Through these explorations we become more effective in all areas of our lives.

My understanding of the educational values will be demonstrated through the following courses and life experiences:

An understanding of:	Demonstrated through:
1. Oneself and others as human beings.	1. PSY 110 - General Psychology SPCH 131 - Oral Interpretation EDUC 189 - Self-Directed Learning
2. Society and culture and their origins in the needs and activities of individuals.	2. SOC 110 - Introduction to Sociology UES 230 - Chinese American Heritage

Name of Student

3. The history of ideas and events and one's relationships to them.	3. HIST 145 - Contemporary Civilizations Self Study - History and Development of the Computer. I have read extensively on this subject, especially in relation to the impact of computer technology on today's society.
4. The physical world and one's interdependence with it.	4. GEOL 101 - Introduction to Geology CS 107 - Computer Programming in BASIC
5. The arts and one's own creative abilities.	5. MUS 114 - Elementary Theory MUS 117 - Sight Singing/Ear Training

Associate in ~~Arts~~/Science in Medical Office Management Student Name

Date Submitted

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: To build accounting and computer skills. Successful business managementment today demands careful implementation of the basic checks and balances system. This system is an essential factor in dealing with the management of resources and equities such as taxation, income and expenses. Computers are an obvious asset to such successful management concerns. Their speed and accuracy make them indispensible in efficient billing and information storage operations.	BUSAD 211	Accounting I	5	Class	WCC			
	BUSAD 212	Accounting II	5	Class	WCC			
	CS 201	Data Processing I	5	Class	WCC			
	CS 107	Computer Programming in BASIC	3	Trans	WWU			
	BUSAD 190	Medical Office Accounting	5	Co-op	WCC			
	TOTAL		23					
GOAL II: To focus and extend my understanding of office functions with additional emphasis on records management. An office setting involves people carrying out different tasks yet contributing to common goals. Clear office attitudes and structures help bring about a friendly and constructive environment. Effective records management is also essential to the efficient operation of a medical office.	BUSAD 189	General Business	3	Contr	WCC			
	SOC 110	Introduction to Sociology	4.5	Trans	CCNY			
	MGT 289	Management and Records Systems	3	Contr	WCC			
	BUSAD 289	Management-A Critical Approach	3	Contr	WCC			
	TOTAL		13.5					

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Student Name_____ Page 2

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL III: To sharpen my communicative and supervisory abilities. People function better at their jobs when they understand what they are supposed to do and how they are supposed to do it. They function best when they perceive that they are important to their employer and that they have a role in decision making.	PSY 110	General Psychology	4.5	Trans	CCNY			
	MGT 214	Supervision	5	Class	WCC			
	SPCH 131	Oral Interpretation	4.5	Trans	CCNY			
	SPCH 132	Advanced Oral Interpretation	4.5	Trans	CCNY			
	ENGL 101	Composition I	5	Chain	WCC			
	TOTAL		23.5					
GOAL IV: To solidify my understanding of medical ethics, billing, law and terminology. Medical Law and Ethics play an important role in the complex issue of medical collections and billing. A firm understanding of insurances (with their labyrinth of paperwork), private and government sponsored, is necessary in order to handle a large range of receivables. The understanding of medical terminology is vital to proper billing and other communciations in the medical business office.	MEDAS 112	Medical Law	3	Class	WCC			
	MEDAS 101	Medical Terminology I	4	Class	WCC			
	MEDAS 205	Medical Insurance Coding	3	Chain	WCC			
	BUSAD 202	Business Law	3	Class	WCC			
	TOTAL		13					

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Date Submitted _____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL V: To explore some of my many interests beyond the medical office domain. I am a whole person involved in many pursuits besides my own career. These other aspects of my life contribute to my effectiveness in all roles. I want to learn and grow and realize my potential in these various areas.	EDUC 150	Individualized Degree Planning	3	Indep	WCC			
	EDUC 189	Self-Directed Learning	2	Class	WCC			
	UES 230	Chinese-American Heritage	4.5	Trans	CCNY			
	HIST 145	Contemporary Civilizations	4.5	Trans	CCNY			
	MUS 114	Elementary Theory	3	Trans	Mesa			
	MUS 117	Sight Singing/Ear Training	2	Trans	Mesa			
	PE 127	Dance Exercise	1	Class	WCC			
	GEOL 101	Introduction to Geology	5	Class	WCC			
	TOTAL		25					
		TOTAL PROGRAM	98					-25-

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WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in Nutrition Counseling

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

My goal is to achieve a working knowledge of nutrition and to acquire skills in nutrition counseling. I plan to be a guide and resource person to people who want to reach a more desired level of health through diet, exercise, and lifestyle changes.

Depth

I believe my degree program encompasses the necessary technical skills to enable me to reach my goal. I will be able to function as a professional nutrition counselor in various areas of interest: within my husband's family counseling practice, in the health-centered dental field, in naturopathic medicine, as a consultant to diet centers, and in alcohol treatment centers.

Breadth

My program covers the areas related to the breadth requirement. I will gain a further understanding of myself and others as human beings through my Psychology and Human Services courses. These courses plus one in Anthropology will further my understanding of our society and culture.

Through my experience in the health field, I am keenly aware of one's interdependence with the physical world. Additional courses in Biology and Chemistry will broaden my understanding in this area.

My understanding of the history of ideas and events has been expanded through previously completed courses in Political and Social History and History and Appreciation of Music. This latter course along with my dance classes also increased my understanding of the arts.

I feel this is a well-rounded program with ample breadth, individually suited to my needs and interests.

Associate in ~~Arts~~/Science in Nutrition Counseling Student Name

Date Submitted

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL I: I want to acquire a working knowledge of nutrition.	CHEM 100	Basic Chem. Concepts	5	Class	WCC			
	CHEM 101	Basic Chem. Concepts II	5	Class	WCC			
	BIOL 145	Topics in Nutrition	3	Class	WCC			
I have been working in a health field for six years. I want to increase my knowledge in science to give me the skills I need to move my abilities to a more technical level. These courses will enable me to achieve this.	BIOL 189	Topics in Nutrition II	3	Contr	WCC			
	BIOL 170	Human Anatomy and Physiology	5	Class	WCC			
	BIOL 171	Human Anatomy and Physiology	5	Class	WCC			
	BIOL 289	Nutrition I	3	Contr	WCC			
	BIOL 299	Nutrition II	3	Contr	WCC			
	BIOL 189	Nutritional Topics in Biochem.	4	Prior	WCC			
	BIOL 289	Adv. Topics in Biochemistry	5	Contr	WCC			
	BIOL 120	Fundamentals of Biology	6	Trans	UCSB			
	TOTAL		47					
GOAL II: I want to understand how exercise compliments nutrition.								
I want to understand in greater depth how exercise aids the body to use foods more efficiently, how it improves general health/fitness, and how it may be used as a stress reducer. I am taking PE classes (and other forms of exercise) to maintain my fitness and to model my beliefs.	PE 189	Theory of Physical Fitness	1	Prior	WCC			
	PE 289	Nutrition/Stress Reducer	2	Contr	WCC			
	PE 131	Basic Equitation	1	Class	WCC			
	PE 127	Dance Exercise	1	Class	WCC			
	PE 150	Elementary Modern Dance	1	Trans	UCSB			
	PE 189	Jazz Dance	2	Contr	WCC			
	TOTAL		8					

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
GOAL III: I want to acquire basic communication skills for nutrition counseling.								
Counseling skills are necessary for an effective program. I want to know how to communicate honestly, to present material effectively, to encourage success, and to be constructively supportive.	PSYCH 100	Interpersonal Communications	3	Prior	WCC			
	PSYCH 214	Adult Development	5	Class	WCC			
	HUMS 289	Substance Abuse	3	Contr	WCC			
	HUMS 115	Communication Skills in Counseling	5	Class	WCC			
	TOTAL		16					
GOAL IV: I want to add a sense of diversity to my program.								
I wish to include these classes in my degree as they reflect my interests and learning beyond my focused subject and help supply a foundation for general experience. EDUC 150 and 120 are part of my alternative learning as an Individualized Degree Program student.	ENGL 121	First Year Reading & Comp.	4.5	Trans	UCSB			
	ANTHR 110	General Anthropology	4.5	Trans	UCSB			
	HIST 170	Pol. & Soc. History US	4.5	Trans	UCSB			
	MUSIC 151	History and Appreciation	3	Trans	UCSB			
	EDUC 150	Individualized Degree Planning	3	Indep	WCC			
	EDUC 120	Prior Learning Evaluation	2	Class	WCC			
	TOTAL		21.5					
		TOTAL PROGRAM	92.5					

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Associate in Science in Wastewater Technology

Associate in Arts in _____

STATEMENT ON DEGREE GOALS

My present goal is to obtain an Associate in Science Degree in Wastewater Technology. The education and degree will improve my job performance and aid in my career advancement. My future goal is to establish myself as a Wastewater Treatment Plant Manager. I have worked in wastewater treatment for one and one-half years, half of this time in a management capacity. I have experienced all aspects of a treatment plant and collection system, including operational functions, process control, laboratory control, mechanical maintenance, collection system maintenance and service inspection. The courses in this degree will give a theoretical foundation to my experiential learning and will build upon my current knowledge and skill in the wastewater technology field. I feel my degree reflects the necessary information about wastewater technology management, maintenance and on-the-job experience in order for me to be successful in achieving my career goal.

Although I have selected a very specialized field, I feel that there is a wide range of skills to produce a good treatment plant manager. For this reason, I do not feel limited to only wastewater technology. I plan to include breadth in my degree by including courses that address the five goals in the "Statement of Educational Values," as follows:

I.	Further understanding of oneself and others.	a. Principles of Management - MGT 214 b. Communication Skills in Business - SPCH 106
II.	Further understanding of society and cultures and their origin in the needs and activities of individuals.	a. Community Political Systems - POLSC 120
III.	Further understanding of the history of ideas and events and one's relationship to them.	a. Recent Pacific Northwest History - HIST 117

Name of Student

IV. Further understanding of the physical world and one's interdependence with it.	a. b.	Biological Systems - BIOL 100 Basic Chemistry Concepts I - CHEM 100
V. Further understanding of the arts and one's own creative abilities.	a.	Self Study - Basic Photography. I learned basic photography on my own and now enjoy developing my pictures.

Associate in ~~Arts~~/Science in Wastewater Technology Student Name

Date Submitted

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal I: To acquire skills and knowledge in management and communication as part of wastewater treatment plant management. Managing a wastewater treatment plant entails a great deal of skill and knowledge in a number of different areas. I believe the skills acquired in these courses will aid me in terms of supervising employees, researching and reporting data, and generally being responsible for plant operations. The political science course will be an asset to me in my relationship to the City Council and other political bodies.	ENGL 100	Basic Writing Mechanics and Rhetoric	5	Class	WCC			
	ENGL 104	Effective Business Communication	5	Class	WCC			
	ENGL 110	Technical Writing	5	Class	WCC			
	MGT 214	Supervision	5	Class	WCC			
	MGT 212	Principles of Management	5	Class	WCC			
	CS 101	Introduction to Computers	3	Class	WCC			
	POLSC 120	Community Political Systems	5	Class	WCC			
	SPCH 106	Communications for the Professional	5	Class	WCC			
	TOTAL		38					
Goal II: Acquire a working knowledge of the biological and chemical aspects of treatment plant process control. Lab work is conducted daily in wastewater treatment plants	BIOL 100	Biological Systems	5	Class	WCC			
	BIOL 101	General Biology (Zoology)	5	Class	WCC			
	CHEM 100	Basic Chemistry Concepts I	5	Class	WCC			
	CHEM 101	Basic Chemistry Concepts II	5	Class	WCC			
	BISC 215	Microbiology	5	Trans	SVC			
	TECH 299	Activitated Sludge Process Control	3	Contr	WCC			

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal II (continued):								
to monitor biological activity. Acquiring a knowledge of biology and chemistry will give good background in laboratory uses and functions. These courses will also aid in the understanding of the different life cycles and forms that are a very important part of wastewater treatment.	TECH 289 MATH 100	Wastewater Lab Intermediate Algebra	5 5	Contr Class	WCC WCC			
	TOTAL		38					
Goal III: To acquire the principles and a working knowledge of the physical and technical aspects of process control.	TECH 125 TECH 126 TECH 140	Wastewater Treatment I Wastewater Treatment II Introduction to Water Sources and Transmission	3 2 2	Class Class Class	WCC WCC WCC			
In most wastewater treatment plants one is taking a process that happens in nature and condensing it in time and space. This process is simulated through a mixing, aeration settling process. A knowledge of these processes will help me understand the design and function of a wastewater treatment plant.								
	TOTAL		7					
	51						52	

Student Name_____ Page 3

Date Submitted_____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal IV: To expand my knowledge of the mechanical operations and maintenance of a wastewater treatment plant. Because in wastewater treatment we are taking a natural process and condensing it in time and space, I have to use mechanical components to simulate natural cycles. Knowing how to maintain the many different types of equipment will be beneficial to safe and effective wastewater treatment plant operation.	TECH 122	Pumps and Pumping	3	Class	WCC			
	TECH 135	Wastewater/Water Maintenance	3	Class	WCC			
	TECH 189	Basic Electricity	3	Contr	WCC			
	TECH 199	Blueprint Reading	3	Contr	WCC			
	MATH 199	Technical Math	3	Contr	WCC			
	TECH 289	Hydraulics	3	Contr	WCC			
	HLTH 135	First Aid and Personal Safety	2	Class	WCC			
	TOTAL		20					
Goal V: To acquire knowledge in the collection aspects of wastewater treatment. Wastewater collection plays an important part in wastewater treatment. This system of pumps and valves brings wastewater to the treatment plant. Knowledge in design, maintenance, construction, and safety application is beneficial to the treatment plant manager.	TECH 130	Wastewater Collection I	2	Class	WCC			
	TECH 131	Wastewater Collection II	2	Class	WCC			
	TECH 140	Introduction to Water Sources and Transmission	**	Class	WCC			
	TECH 122	Pumps and Pumping	***	Class	WCC			
	TECH 199	Blueprint Reading	***	Class	WCC			
	MATH 199	Technical Math	***	Class	WCC			
	TECH 289	Hydraulics	***	Class	WCC			
	HLTH 135	First Aid and Personal Safety	***	Class	WCC			
	TOTAL	** Goal II *** Goal IV	4					

Date Submitted _____

DEGREE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal VI: To acquire on-the-job experience in the field of waste-water treatment plant management. On-the-job experience is very useful because every treatment plant is different and so are treatment requirements. These learning experiences will provide the opportunity to apply principles acquired from the classroom courses to the actual job situation.	TECH 190 TECH 190	Plant Operations Plant Management and Human Relations	4 5	Contr Contr	WCC WCC			
	TOTAL		9					
Goal VII: To acquire breadth in a specialized degree program. Having a degree program that that is highly specialized does not allow a student a well-rounded learning experience. By addressing "educational values," I will be giving myself enough breadth to enhance my life as well as my individual degree.	POLSC 120 SPCH 106 HIST 117 EDUC 150	Community Political System Communciations for the Professional Recent Pacific Northwest History Individualized Degree Planning * Refer to Goal I.	* * 3 3	Class Class Class Indep	WCC WCC WCC WCC			
	TOTAL		6					
		TOTAL PROGRAM	122					

WHATCOM COMMUNITY COLLEGE
INDIVIDUALIZED DEGREE PROGRAM
(CERTIFICATE)

Name of Student _____

Address _____ Degree Advisor _____

_____ Content Specialist _____

Social Security Number _____ Content Specialist _____

Estimated Graduation _____ Date Submitted _____
Qtr. Year

Certificate in Library Technology

STATEMENT ON CERTIFICATE GOALS

I plan to earn a certificate in Library Technology to be accomplished through learning contracts in local libraries and by the completion of relevant course work offered by local colleges. I modelled my program on the Library Technician program at Highline Community College in Seattle.

My short term goal is to be employed in a public library system as a Library Technician preferably in some aspect of public services. My long term goal is to be employed in a paraprofessional capacity in library reference services. My program reflects the basic technical and public service skills necessary to achieve the short term goal and to lay a good foundation for the long term goal.

Depth

I plan to achieve depth of study by concentrating on skill development in the three primary areas of technical, circulation and reference services. I also plan to augment my basic concentration with specialized study of the applications of multi-media and computer systems in library technology, as well as with some career development related course work.

Certificate in Library Technology Student Name

Date Submitted

CERTIFICATE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal I: To acquire technical skills in the areas of cataloging, acquisitions and processing. A working knowledge of cataloging, acquisitions and processing, which are the essential elements of technical services, constitute a basic understanding of how materials enter a library and are made available to patrons.	LIBSCI 402	Organization of Materials	3	Trans	WWU			
	LIBR 189	Print and Non-Print Materials Processing	3	Contr	WCC			
	LIBR 189	Acquisitions	2	Contr	WCC			
	LIBSCI 502	Advanced Cataloging	4	Trans	WWU			
	TOTAL		12					
Goal II: To acquire circulation skills as related to general procedures and periodicals services. An operational knowledge of how library materials are maintained and distributed to patrons on an ongoing basis is fundamental.	LIBR 189	Circulation Procedures	3	Contr	WCC			
	LIBR 189	Periodicals Services	3	Contr	WCC			
	TOTAL		6					

Date Submitted _____

CERTIFICATE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal III: To acquire reference service skills in the areas of basic information and reader services. A basic knowledge of reference work compliments technical and circulation skills. The courses are selected to build competencies in standard reference work and specialized services considered to be fundamental ingredients of my goals.	LIBSCI 403	Basic Information Sources	3	Trans	WWU			
	LIBR 289	Reference Practicum	3	Contr	WCC			
	LIBR 289	Outreach Services	2	Contr	WCC			
	LIBR 289	Interlibrary Loan	2	Contr	WCC			
	TOTAL		10					
Goal IV: To acquire skills related to the application of multi-media and computer systems in library technology. Multi-media technology and computerized data-based systems will play an increasing role in the library of the future. The growth and development of the Washington Library Network is an important example of this trend on the local, regional and national level.	ED 450	Introduction to Learning Resources	3	Trans	WWU			
	CS 102	Computers in Business	3	Class	WCC			
	LIBR 189	Washington Library Network	1	Contr	WCC			
	TOTAL		7					
60							61	

Student Name_____ Page 3

Date Submitted_____

CERTIFICATE GOALS	SPECIFIC LEARNING			Learning Method	College/ University	OFFICE USE		
	Dept. & No.	Title	Credits			Grade	Credit	Grade Pt.
Goal V: To acquire career skills related to routine job performance, job market analysis and securing employment. The ability to type is a necessary competency for a library technician. The ability to sell myself effectively in the job market is, of course, essential.	BUSAD 131	Typing I	3	Class	WCC			
	CO-OP 185	Cooperative Education Seminar	3	Class	WCC			
	EDUC 150	Individual Degree Planning	3	Indep	WCC			
	ENGL 111-112	English Composition	4	Trans	UMASS			
	TOTAL		13					
		TOTAL PROGRAM	48					

THE DEGREE APPROVAL PROCESS

INITIAL APPROVAL OF THE DEGREE PLAN

The degree approval process allows your degree plan to change from a proposal to an officially accepted document. The Individualized Degree Program Review Committee, composed of one administrator and three faculty, is responsible for reviewing your degree plan and recommending approval to the Dean for Instruction. When your plan is ready to be submitted for initial approval, your degree advisor will inform the Office of Alternative Learning Experiences (ALE). You will then be scheduled by that office to meet with the Review Committee to present your plan for initial approval. Your degree advisor and content specialist will also attend. Six copies plus the original of your plan must be submitted to the ALE office two weeks prior to your scheduled meeting time.

The degree review meeting provides an opportunity for the Review Committee to gain insights to your program that may not be reflected in your written plan and to also receive feedback from you concerning the IDP process. The committee members will review your plan, in general, for thoroughness of planning, integrity, and comprehensiveness. Specifically, they will look for the following:

1. Does the degree plan stand on its own merit?

2. Are the components of the degree plan well integrated?

3. Does the degree program contain sufficient depth and breadth?

4. Is each goal and rationale written clearly?

5. Is the specific learning (courses) for each goal sufficient to meet the goal?

6. Is correct grammar, spelling and punctuation used?

7. Is the degree plan technically accurate? (Review degree plan checklist on page 20).

Any recommended modifications to your plan will be discussed with you during the meeting. You will also receive these recommendations in writing within one week after the meeting. You will then be given an additional two weeks to make any necessary revisions to your plan. You should then submit a clean copy and original to your degree advisor who will forward it to the ALE office.

If the committee feels the need for major modifications to your plan, you may be asked to present it again before it is recommended for approval to the Dean for Instruction. If only minor revisions are to be made, the committee members will individually review the revised plan that you submit to the ALE office. Recommendations for approval of your plan will then be made to the Dean.

The Dean for Instruction will review your plan and notify you, in writing, of initial approval.

REVISION OF THE INITIALLY APPROVED DEGREE PLAN

As you progress through your degree program, you may decide to make certain changes to your degree plan. You might reword a goal to reflect a new emphasis or you might add, delete or substitute certain courses. All revisions should be negotiated with your degree advisor and content specialist. Major revisions, such as deleting an entire goal or changing the emphasis of your program concentration, will necessitate another initial approval of your degree plan by the IDP Review Committee.

FINAL APPROVAL OF THE DEGREE PLAN

Final approval of your degree plan takes place fifteen credits prior to completion of your program. Your degree advisor will notify the Office of Alternative Learning Experiences when you are ready to submit your plan. You will then be scheduled to present your plan in its final form to the IDP Review Committee. Your degree advisor will attend the meeting but your content specialist, though welcome to attend, is not required to do so. If your content specialist chooses not to attend the meeting, he/she must submit a letter to your degree advisor, prior to the meeting, supporting your degree plan in its final form.

Six copies plus the original of your plan must be submitted to the ALE office two weeks prior to your scheduled meeting time. All revisions to your initially approved plan should be clearly noted on a separate page.

The Review Committee will focus their attention on three areas:

1. The noted revisions to your initially approved plan.
2. Technical accuracy of the plan (review the degree plan checklist on page 20).
3. Professional quality of the written plan (grammar, punctuation, spelling, neatness).

If any revisions are recommended, the same process is followed as is described in the section, "Initial Approval of the Degree Plan." The Dean for Instruction will review your plan in its final form and will notify you, in writing, of final approval.

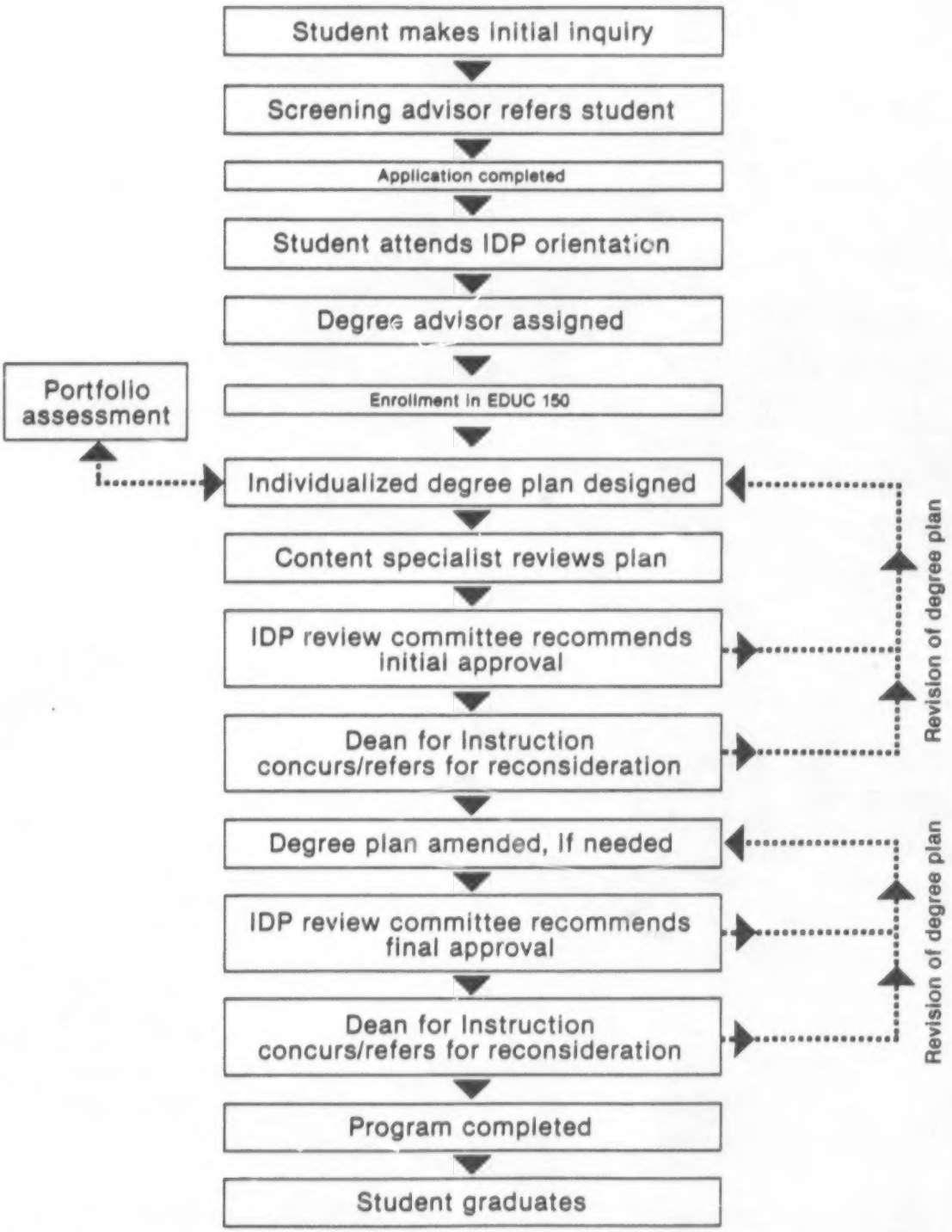
COMPLETION OF THE DEGREE PROGRAM

Completion of your degree program occurs when all courses appearing in your plan have been satisfactorily completed. You must complete an Application for Graduation no later than the third week of the quarter in which you plan to graduate and submit it to the Registrar's Office. You will then be notified of your eligibility for graduation.

Upon completion of your final quarter, you will be sent a congratulatory graduation letter from the Dean for Instruction. Approximately 45 days after the quarter, you will receive a diploma and a letter of congratulations from the Board of Trustees. Graduation ceremonies are held every June for all graduates of the past school year.

INDIVIDUALIZED DEGREE PROGRAM*

Flow Chart


Student makes initial inquiry
Screening advisor refers student
Application completed
Student attends IDP orientation
Degree advisor assigned
Portfolio assessment
Enrollment in EDUC 150
Individualized degree plan designed
Content specialist reviews plan
IDP review committee recommends initial approval
Dean for Instruction concurs/refers for reconsideration
Revision of degree plan
Degree plan amended, if needed
IDP review committee recommends final approval
Dean for Instruction concurs/refers for reconsideration
Revision of degree plan
Program completed
Student graduates

*Same process followed for students pursuing individualized certificate programs.

BREADTH - IDP WORKSHEET ON EDUCATIONAL VALUES

Educational Values IDP Students must demonstrate that they have engaged in some educational experience that increases understanding of:	List things you have done that have promoted growth and understanding of Educational Values 1-5 (for example, courses, work or life experience, independent study, travel, etc.).	List course work or contract learning experiences that that you might complete in the future in order to increase knowledge in these five areas.
1. Oneself and others as human beings.		
2. Society and culture and their origins in the needs and activities of individuals.		
3. The history of ideas and events and one's relationships to them.		

4. The physical world and one's interdependence with it.		
5. The arts and one's own creative abilities.		

1. Draft one or more specific degree goals which relate to gaining breadth of knowledge in the five Educational Value areas.

2. Based upon the above, draft a general analysis of how and why you will meet the "breadth" requirement. This statement can be incorporated into your Statement on Degree Goals.

ERIC Clearinghouse for Junior Colleges
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University of California
Los Angeles, California 90024

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